

Town of La Pointe  
Community Awards Committee  
Bylaws

Preamble

The Community Awards Program is a means for the Town of La Pointe to formally recognize individuals and groups who provide service for the good of the community by working above and beyond expectation for the good of our Town.

1. STRUCTURE OF THE COMMITTEE.

- 1.1 The Community Awards Committee (hereafter Committee) will be composed of up to five members nominated by the Town Chairperson and appointed by the Town Board. Appointments may be made at any time to fill vacant positions.
- 1.2. Committee members will hold staggered terms and be appointed for a two year term, beginning August 1 and terminating July 31.
- 1.3 A majority of the committee members will represent a quorum, and a simple majority of members present are necessary to pass any motion.
- 1.4 Committee members shall elect members to serve as Chair and Vice Chair at the first meeting following each August 1<sup>st</sup>. The Committee chairperson and vice-chairperson's term shall be for one year.

2. ELIGIBILITY FOR AWARDS

- 2.1 Awards from the Community Awards Program are given in recognition of positive contributions to those who help make the Town a great place to live.
- 2.2 Any community member or group is eligible for recognition through the Community Awards Program.

3. PROCEDURE

- 3.1 Nominations may be made by any community member. Each Nominator may make multiple nominations per category per year.
- 3.2 A person or group may be nominated in multiple years. Until a nominee receives an award, they may be considered for subsequent year award.
- 3.3 Nomination Forms will be available at Town Hall and website. A narrative describing the event, actions, work, or efforts of the nominee must accompany nominations sent to the Awards Committee. The Committee may ask for additional information from the Nominator.

- 3.4 Nominations may be made throughout the year. The Community Awards Committee will review nominations, including prior year's nominations, and make recommendations to the Town Board no later than October 31 of each year. The Town Board will review and act on the recommendations.
- 3.5 A Nominator who is serving on the Committee need not excuse themselves from discussing or voting on a nomination that they bring to the Committee.
- 4. CATEGORIES OF AWARDS. There are three categories of awards that can be given in any year.
  - 4.1 Community Appreciation Award. An annual award made to one community member or group who used their initiative to selflessly and voluntarily perform beyond expectation to provide service for the good of the community.
  - 4.2 Town of La Pointe Hall of Fame. An annual award made to a community member or group in recognition of their lifetime achievements or cumulative accomplishments.
  - 4.3 Roll of Honor
    - 4.3.1 The Roll of Honor is reserved to recognize community members who have served honorably in the Armed Services of the United States of America who submit application and provide formal documentation or are nominated by a community member for approval by the Town Board.
  - 4.4 The Committee is responsible for upkeep of the Award Plaques at Town Hall.
  - 4.5 The Committee may pursue additional forms of recognition from other available sources in order to recognize exemplary service by community members, groups or organizations.
- 5. AMENDMENTS OF THE BYLAWS
  - 5.1 The Committee may recommend amendment of the bylaws to the Town Board after approval by a majority of the members of the Committee.
  - 5.2 The Town Board must approve all changes to the bylaws.